

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: Title:	Payroll Department Leave Payout and Paydown Report	
File Name:	H:\TRAINDOC\FOLIO\Payroll\Usermanual\Reports - Leave Payout and Paydown.doc	Release:	R/3 4.6C
Responsibility:	Dept and/or role of responsible person(s) Agency Payroll Staff	Status:	Issued: 03/14/2003 Revised: 10/20/2004

Overview

Trigger:

Agency payroll people need to identify employees with leave payouts or paydowns.

Business Process Procedure Overview
When an employee terminates, retires, or transfers to another agency, leave is paid out. Employees may also have certain types of leave paid down. This data can be viewed using the Payout and Paydown Report or the Display HR Master Data Screen. This report lists the payouts or paydowns that are manually entered. System generated paydowns can be viewed on the Time Summary or Payroll Results Edit reports.

Procedural Steps

1.1. Access transaction by:

Via Menus	Time Entry Operator > Reports Other > Leave Payout and Paydown Report
Via Transaction Code	Z_LEAVE_PAYOUT
Via Favorites Menu	Leave Payout and Paydown Report

Double click on Leave Payout and Paydown Report and the following screen will appear:

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Input – Required Fields	Field Value
Payroll area	UB
Payroll period	Current period or Other period
Personnel number	Employee Identification Number of the employee or employee's
Organization key	Agency, Low Org, and Distribution Code
Payout/Paydown Code	Codes that identify the type of leave being paid
Page Breaks	Yes or No

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1.2 Specify the pay period for the Leave Payout and Paydown Report. The screen has the selection of current period or other period.

- Current period
 - Use this option during the week of payday.
- Other period
 - Use this option during the week of time entry. Type in the pay period and calendar year for which time is being entered.

This report can be run for a prior pay period. It will display anything that has an effective date within the pay period requested.

1.3 The “Personnel number” field may be left blank if using the agency “Organization key”. Specific employees may be selected by entering the employee identification number(s) in the “Personnel number” field. Enter more than one EIN by clicking on the arrow box next to the “Personnel number” field. A box appears that allows entry of multiple EIN's.

1.4 The “Organization key” field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group. Use the wild card symbol, *, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 560 org 5522, enter 560(space)5522*. Enter multiple organization keys by clicking on the arrow box to the right of the “Organization key” field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting employees in agency 560, org 5522, and any distribution code.

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- 1.5 The “Payout/Paydown Code” field may be used to view only certain types of codes.** If nothing is input all of the codes are displayed for the requested employees. Enter multiple codes by clicking on the arrow box to the right of the “Payout/Paydown Code” field. A box appears that allows entry of multiple individual codes or a range of codes. Each code is listed below with a brief description.

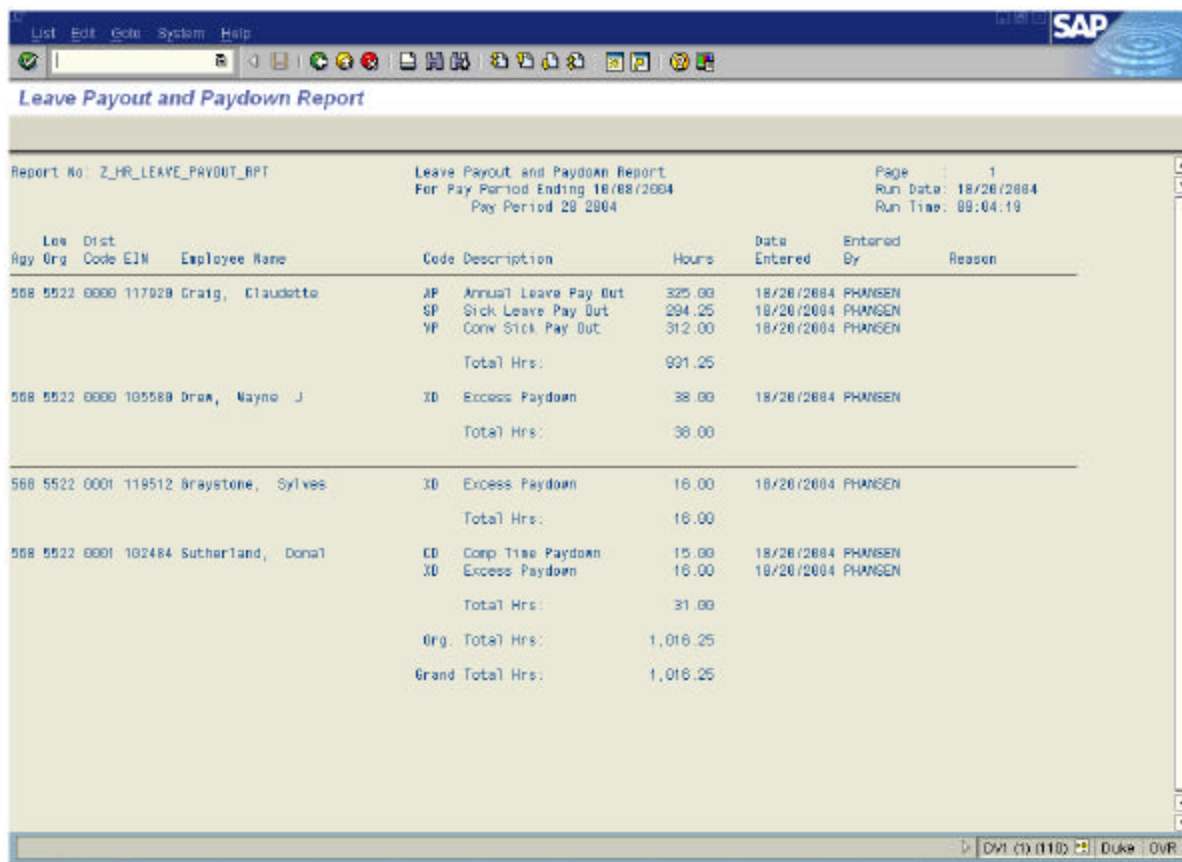
AP	Annual Leave Pay Out	CD	Comp Time Paydown
CP	Comp Time Pay Out	XD	Excess Paydown
SP	Sick Leave Pay Out		
VP	Converted Sick Leave Pay Out		
XP	Excess Pay Out		

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1.6 The “Page Breaks” buttons create a page break after each org change or not create any page breaks. The default is Yes, create page breaks.

1.7 Click on the Execute button in the upper left area that looks like a clock to view the report. An example of the report is below.



The screenshot shows the SAP 'Leave Payout and Paydown Report' window. The title bar includes 'List Edit Go System Help' and the SAP logo. The report header displays 'Report No: Z_HR_LEAVE_PAYOUT_RPT', 'Leave Payout and Paydown Report', 'For Pay Period Ending 10/08/2004', and 'Pay Period 29 2004'. It also shows 'Page 1', 'Run Date: 10/20/2004', and 'Run Time: 09:04:19'. The main table lists employee data with columns: 'Lw Dist', 'Pay Org', 'Code E3N', 'Employee Name', 'Code Description', 'Hours', 'Date Entered', 'Entered By', and 'Reason'. The data is grouped by employee, showing various leave types (Annual, Sick, Conv Sick) and paydowns (Excess, Comp Time). Totals for each employee and overall 'Org. Total Hrs' and 'Grand Total Hrs' are provided at the bottom of the table. The status bar at the bottom right shows 'DYN (1) (110)' and 'Duke OVR'.

Lw Dist	Pay Org	Code E3N	Employee Name	Code Description	Hours	Date Entered	Entered By	Reason
508	5522	0000	117028 Craig, Claudette	AP Annual Leave Pay Out	325.00	10/20/2004	PHANSEN	
				SP Sick Leave Pay Out	294.25	10/20/2004	PHANSEN	
				YP Conv Sick Pay Out	312.00	10/20/2004	PHANSEN	
				Total Hrs:	931.25			
508	5522	0000	105588 Drew, Wayne J	XD Excess Paydown	38.00	10/20/2004	PHANSEN	
				Total Hrs:	38.00			
508	5522	0001	119512 Braystone, Sylvie	XD Excess Paydown	16.00	10/20/2004	PHANSEN	
				Total Hrs:	16.00			
508	5522	0001	102484 Sutherland, Donald	CD Comp Time Paydown	15.00	10/20/2004	PHANSEN	
				XD Excess Paydown	16.00	10/20/2004	PHANSEN	
				Total Hrs:	31.00			
				Org. Total Hrs:	1,016.25			
				Grand Total Hrs:	1,016.25			

1.8 To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.

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2 The report heading contains the following information:

- The report number
- The report title
- Page number
- For pay period ending date
- Date the report was run
- Pay period number and year
- Time the report was run

2.2 The columns on the report are listed below with a brief description.

Agy	The employee's agency number.
Low Org	The employee's home org.
Dist Code	The employee's distribution code.
EIN	The employee's identification number.
Employee Name	The employee's name.
Code	Specifies if the leave is being paid out or paid down.
Description	Type of leave being paid to the employee.
Hours	Number of hours being paid to the employee.
Date Entered	Date the payout/paydown was actually entered.
Entered By	Login id of the person that actually entered the payout/paydown.
Reason	Information about why the payout/paydown was entered. Used only by State Payroll.

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